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DD/A Registry

File

Meetings

10 October 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS

[Redacted]

SUBJECT : Joint Management Conference

Attached is a schedule of special joint management conferences for November. The special conferences are necessary to provide more comprehensive reporting on objectives involving more than one Office. Where possible we have tried to work the conferences in with those currently scheduled for the convenience of all participants. Two representatives from each Office should be sufficient to cover this reporting (i.e., Director or Deputy Director and a Planning or Technical officer). A schedule for subsequent months will be issued at a later date.

[Redacted]

Chief, DD/A Plans Staff

cc: O/Comptroller [Redacted]

Attachment

Distribution:

Orig - O/Communications

1 - Ea other Office

X - DD/A Subject

1 - DD/A Chrono *added*

1 - Plans Staff

[Redacted] j1 (10 Oct. 1974)

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Joint Management Conferences
November 1974

<u>Date/Time*</u>	<u>Offices Involved</u>	<u>Objective to be discussed</u>	
STAT 15 Nov/1300	All Offices, ISAS, <input type="text"/>	1) <u>OL's B57801</u> - Conduct study & assessment of real or potential materiel shortages.....	
	" " "	2) <u>OL's B57802</u> - Continue analysis of energy resource requirements.....	
	" " "	3) <u>OL's B57803</u> - Reduce paper consumption...	
15 Nov/1345	OL, OC, OP, SSA	<u>OL's B57806</u> - Report on energy crisis impact on Agency facilities, travel, transportation, etc.	
15 Nov/1400	OL, OS	<u>OL's B57805</u> - Report on impact of energy crisis on the disposal of classified waste.	
19 Nov/1130	OP, OTR	<u>OP's B57606</u> - Evaluate from a zero base the justification for the <input type="text"/>	STAT
		<input type="text"/>	STAT
STAT 20 Nov/1115	OP, <input type="text"/>	<u>OP's B57605</u> - Evaluate from a zero base the continued justification for the <input type="text"/>	STAT
		<input type="text"/>	STAT
20 Nov/1345	OMS, OJCS	<u>OMS' B57202</u> - MPT/PHE. Evaluate results and add to FY 74 data base for evaluation of system.	
20 Nov/1400	OMS, OS, OP	<u>OMS' B57204</u> - Develop procedures for assuring that the present fluid nature of behavioral norms in our society is appropriately considered in the selection of new employees.	
20 Nov/1430	OP, OMS, OS	<u>OP's B57602</u> - Reduce pre-employment processing time to less than 60 days for high priority and minority applicant cases.	
21 Nov/1115	OTR, OF	<u>OTR's A57503</u> - Develop a curriculum of accounting, budgeting and financial management courses tailored to Agency requirements.	
21 Nov/1140	OTR, OJCS	<u>OTR's B67503</u> - Redesign the Agency Training Board.	

*Except for 15 Nov/1300, times are estimated.

Multi-Office objectives - FY 1975/76

B57806 - OL with assistance from OC, OP re CPB, and SSA/DD-A concerning DDO-related foreign impacts.

By 30 November 1974 present a report of the first year impacts of the energy crisis on all Agency facilities, travel, transportation, etc., domestic and foreign.

B57801 - OL - joint with other DDA Offices and other Directorates.

Study and assess raw and/or finished product materiel shortages within industry to identify actual or potential shortage areas which have impacted on or may impact on materiel requirements essential to Agency operations, and develop plans and alternatives for meeting Agency materiel needs to alleviate short supply situations during FY 75-78.

B57802 - OL, joint with other DDA Offices and other Directorates.

Continue the analysis of energy resource requirements, revise and redesign conservation measures as necessary to assure the Agency is totally committed to the President's energy reduction program and that essential operations are not hindered during FY 75-78.

B57803 - OL/ISAS

During FY 75 reduce the level of paper consumption within the Agency by 5% per capita.

B57805 - OL, joint with OS

By 30 November 1974 report on the impact of the energy crisis on the disposal of classified waste.

B57202 - CMS, joint with QJCS

Through the Multiphase Testing/Periodic Health Examination program provide in FY 75 screening to 500 more (2,000 in FY 75 vs 1,500 in FY 74) Agency employees not now seen on any recurring basis. Evaluate results and add to FY 74 data base for evaluation of the system.

B57204 - OMS, joint with OS and OP

By 30 June 75, with the aid of the OMS BSS program, develop procedures - including appropriate "sensing devices" - for assuring that the present fluid nature of behavioral norms in our society is appropriately considered in the selection of new employees.

B57602 - OP, joint with OS and OMS

By 31 December 74, reduce the pre-employment process to less than 60 days for high priority and minority applicant cases. (Pre-employment process means from receipt of Form 1152 [appointment action] in SPD to receipt of full medical and security approvals.) Applicant Review Panel cases are excluded from this objective.

STAT

B57605 - OP, joint with

STAT

Evaluate from a zero base the continued justification for the Present results of the study by 31 March 1975.

B57606 - OP, joint with OTR

Evaluate from a zero base the justification for the contract positions assigned Present the results of the study by 31 May 1975.

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A57503 - OTR, joint with OF

Develop by 30 June 75 a curriculum of accounting, budgeting and financial management courses tailored to Agency requirements (e.g., a key executives Budget Management Seminar) with initial offerings to be made in the first quarter of FY 76.

B67503 - OTR, joint with OJCS

Redesign the Agency Training Board by December 1975 to: collect relevant course data for a statistical data base, assist the registration process, and provide reports as required.

B57007 - ISAS/HS

During FY 75 continue the oral history program interviews begun in FY 74, evaluate oral contributions and revise list of oral history interviews to be conducted in FY75/76.

B57008 - ISAS/HS

During FY 75 integrate the HS holdings with the Agency Archives system.

B57009 - ISAS/HS

During FY 75 review declassification procedures for Agency histories against the contingency that we may be required to release some histories, sooner rather than later.